SIS 2000+ Training Manual

Student Lockers

Using Locker Editor
Using Student Lockers
Using Locker Reports

Purpose

The Locker Editor program defines school locker attributes such as Locker ID#, Lock ID#, locker type, locker location, maximum occupants, possible locker combinations, service status, etc. The Student Lockers application assigns the lockers to individual students.

Pre-Requisites

The Locker Type Codes must have been set-up in the Table Editor.
Students must be actively enrolled at a school site.
Lockers must be defined in the Locker Editor before they can be assigned to students.

Training Objectives

Add, edit, and delete locker information.
Assign lockers to students.
View locker information reports.
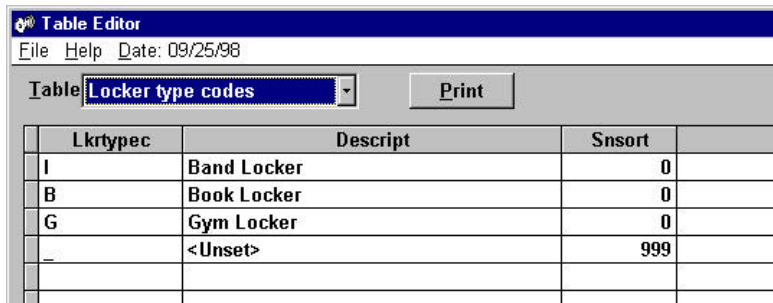
Accessing Locker Information

From the SIS 2000+ Main Menu click **Enrollment**, then select the **Locker Editor** or **Student Lockers**.

Locker Type Codes

Locker type descriptions and codes must be pre-defined in the Locker Type Codes table via the Table Editor. This may have been configured during SchoolNet installation however; if they are not yet defined you must do so now.

Lkrtypec	Descript	Snsort
I	Band Locker	0
B	Book Locker	0
G	Gym Locker	0
_	<Unset>	999

Lkrtypec - an abbreviation describing the locker type.

Descript - the full description of the locker type.

Snsort – specifies the order in which the description appears in the field drop-down boxes.

Locker Editor

From the Enrollment Menu, click on the Locker Editor button. Use the List or VCR buttons to scroll through the locker records.

Type - Designate the type of locker, such as book locker, gym locker, instrument locker, etc. The available choices are pre-defined in the Locker Type Codes table.

Locker ID - Enter the identification number of the locker (the number that is physically displayed on or next to the locker).

Location - Select the campus location where the locker is located. Available choices are pre-defined in the School Editor application via the **Campus Locations** command button.

Level - Enter a number to designate a category for the locker. A "level" could indicate upper, middle, or lower rows, for example, or it could indicate degrees of location, reserved status, grade level designations, etc.

Max Occupants - Enter the maximum number of occupants that can be assigned to share this locker. The number entered here will restrict assignments of this locker in the Student Locker application.

Out of Service - Put a check mark in this box if the locker is out of service for any reason.

Lock ID - Some lockers use separate, external locks. Enter the ID number (serial number) of the external lock, if applicable.

Currently Assigned Students - A read-only list displaying the students who have been assigned to this locker via the Student Locker application. This field is not applicable when adding a new locker.

Combination 1-5 - There may be more than one possible locker combination provided by the locker manufacturer or the external lock manufacturer. These combinations are commonly switched from year to year by mechanical means. Enter up to five combinations available and put a check mark in the combination that is currently in use.

Tasks

Add a Locker

To add a locker, click the Add button. Use the Tab key to move from field to field to enter information. Save the record.

Edit/Delete Locker Records

Click Edit to change locker information. Once the necessary changes have been made, Save the record.

To delete a locker record, click the delete button. Answer "Yes" to confirm the deletion process.

> **Note:**
> If you try to delete a locker record that has students assigned to it, you will receive a message explaining that you must first remove the assigned students from the locker before you can delete.

If the above note appears, you must go into the Student Lockers application and

Locker Listing Report

This report provides a list of student lockers, including student names, locker ID#, locker type, combinations, maximum occupancy, etc.   The information can be sorted accordingly. The report can also be saved to file.

File   Edit   Window   Help

Print Preview

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Locker Listing
North Lincoln High
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LockerID	Location / Student	On Campus	Locker Type / Ident	Grade	Sex	Lvl	OOS Buildout	Max	Curr	Lock ID Age Phone	CurrCombination
A100	School Grounds/Campus	Y	Book Locker			1		2	2		R33L44R55
			^C 3: R33L44R55								
	Adams, Catessa R		15123464	12	F		01/09/1980	18		(888) 555-5509	
	Alvarado, Breanna		15123482	10	F		05/23/1981	17		(888) 555-	
A101	School Grounds/Campus	Y	Book Locker			2		2	3		R12L40R22
	^C 1: R12L40R22	C 2: R10L15R34			C 3: R5L25R2			C 4: R17L18R20		C 5: R12L24R1		
	Acosta, Eiro		15123460	11	M		08/02/1979	19		(888) 555-	
	Acosta, Eiro		15123460	11	M		08/02/1979	19		(888) 555-	
	Adams, Jarvis R		15123471	12	M		10/17/1979	18		(888) 555-7162	
A102	School Grounds/Campus	Y	Book Locker			1		2	2		R22L10R13
	^C 1: R22L10R13	C 2: R20L15R30			C 3: R08L18R21			C 4: R11L14R23		C 5: R12L16R21		
	Abbott, Linda P		15123457	10	F		09/22/1980	18		(888) 555-5623	
	Smith, Charlotte L		15125067	11	F		07/25/1980	18		(888) 555-7152	
A103	School Grounds/Campus	Y	Book Locker			2		2	2		R11L31R16
	^C 1: R11L31R16	C 2: R07L13R19			C 3: R16L11R23			C 4: R14L15R20		C 5: R04L23R30		
	Albritton, Melinda S		15123478	12	F		04/24/1979	19		(888) 555-4904	
	Aldridge, Dusty G		15123479	12	M		10/20/1979	18		(888) 555-4072	
A104	School Grounds/Campus	Y	Book Locker			1		2	2		R11L19R13
	^C 1: R11L19R13	C 2: R01L14R21			C 3: R09L13R16			C 4: R07L11R13		C 5: R17L16R19		
	Afgani, Raymond R.		123123123	0	M		12/08/1980	17		(626) 555-5555	
	Ash, Raymond B		15123507	12	M		01/04/1980	18		(888) 555-7627	
A105	School Grounds/Campus	Y	Book Locker			2		2	2		R11L06R14
	^C 1: R11L06R14	C 2: R17L03R14			C 3: R10L09R19			C 4: R17L18R20		C 5: R12L18R14		
	Ahler, Joseph A		15123458	11	M		05/17/1981	19		(888) 555-1974	
	Afgani, Raymond R.		123123123	0	M		12/08/1980	17		(626) 555-5555	
A106	School Grounds/Campus	Y	Book Locker			1		2	2		R11L19R09
	^C 1: R11L19R09	C 2: R19L10R09			C 3: R19L14R21			C 4: R11L18R20		C 5: R10L19R14		
	Amerson, Johnnie W		15123484	10	M		07/28/1982	16		(888) 555-7361	
	Amos, Audrey P		15123485	10	F		03/30/1982	16		(888) 555-4915	
A107	School Grounds/Campus	Y	Book Locker			2		2	2		R02L16R22
	C 1: R20L13R15	C 2: R19L05R12			C 3: R11L13R09			^C 4: R03L16R22		C 5: R18L11R21		
	Adams, Cassie J		15123463	10	M		11/23/1982	15		(888) 555-2514	
	Anderson, Holly R		15123490	10	F		11/10/1982	15		(888) 555-1344	

Nlkr00101   Record: 19/45   Exclusive   NUM

Locker Listing Report

Student Lockers

The Student Lockers application creates student locker assignments. The interface allows the assignment of more than one locker per student and more than one student per locker.

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The list is displayed alphabetically by Type. To change the sort order, click Sort on the Title bar and make your selection.

Assigning Lockers

To assign lockers, click **Add**. A list of all available lockers will be displayed in a read-only list that is alphabetically sorted by type. Click Sort on the title bar to change the sorting order. Lockers that are already fully occupied (according to the Maximum Occupants constraint) will not be shown.

Filter the Locker List

You may wish to filter the list of available lockers according to specific locker groups. To do so, click the Location box, select the location and designate the Level to which the locker belongs. (i.e. on campus, second level)

Location – Select the campus location where the lockers ate located.

Type – Designate the type of locker to search for, such as book locker, gym locker, etc.

Level – Enter a number to designate a category of lockers to search for. A level could indicate upper, middle, or lower rows, for example, or it could indicate degrees of location, reserved status, grade level, etc.

Max Occupants – Enter the maximum occupancy status of lockers to search for (number of students allowed to share a locker.

Click the **Refresh List** button to apply the current filter. The list will display only those lockers that satisfy all filter criteria.

Check Current Occupants

Some lockers may already have students assigned to them but are still available for more occupants to share. To check the existing occupants, click on the entry line, then click **Occupants**. If there are no current occupants the button will be disabled.

Assign Lockers

From the retrieved list, select the target locker to assign to the current student and click on the **Assign** button. Repeat this action to assign other lockers from the list, if necessary.

Click Done the return to the main screen. The current students record will now show the updated locker assignments.

Delete Lockers

Select the locker to delete, then click the **Delete** button. A dialog box will appear. Answer "Yes" to confirm the deletion or "No" to abort.

Generate Locker Assignments Report

The **Student Locker Assignments Report** is based on a list of student names as primary entries. Under each student name is a sub-list of all lockers assigned to that student. Included in the default report is basic student demographic information, such as Student ID#, gender, birth

date, and age. Options allow the inclusion of student ethnicity codes, student's home phones, locker combinations, and the names of locker partners (students who share the same locker). The Student Assignments Report can be saved to file.

Student Lockers Assignment Report